

POSITION:	DISTRICT FAMILY RESOURCE/YOUTH SERVICE CENTER COORDINATOR
POSITION SUMMARY:	Coordinate and oversee Family Resource/Youth Service Centers in the district. Plan, organize, implement and coordinate a major project, program or activity routinely affecting major departments or the district as a whole; involves technical or involved decisions on constantly changing problems which usually affect the entire district with major long-term impact; contact with other units, departments and outside agencies require tact and exercise of discretion on significant matters; work evaluated on basis of results.
QUALIFICATIONS/ REQUIREMENTS:	➤ Administrative Secretary Experience
REPORTS TO:	Director of Pupil Personnel
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none"> ➤ Plan, organize, implement and coordinate a project, program or activity as assigned. Develop, establish or administer project, program or activity. ➤ Serve as liaison with other units, departments or outside agencies as required. ➤ Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned. ➤ Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity. ➤ Prepare and assist in preparation of reports, records and other documentation as required. ➤ Accumulate and research data, documents, and other pertinent information as required. ➤ Assure compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment. ➤ Prepare, deliver or assist with training opportunities as appropriate. ➤ Perform related duties as assigned. ➤ Keeps Director of Pupil Personnel informed about FRYSC program activities
TERMS OF EMPLOYMENT:	<p>Employment with salary to be determined by the adopted teacher and administrative salary schedule of the Christian County Board of Education.</p> <p>Employment Range: 238 Days \$5,000 Stipend</p>

EVALUATION:	Performance of this job will be evaluated in accordance with provisions of the Board's policy based on Evaluation of Classified Personnel Evaluations.

Board Approval: